OSF

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Date: October 2, 2002

To: Family Care CMOs

From: Greg Robbins
Center for Delivery Systems Development

Subject: ***Updated*** Encounter Reporting Information for CMOs

This is an update to the Encounter Reporting packet originally sent to the Family Care CMOs on August 2, 2002. Please review the changes carefully as some updates may affect the way your IT staff programs enhancements for Encounter Reporting. All the attachments to this memo are updated documents which include the changes described here. Please discard the old August 2nd documents and replace them with these latest versions. Some of the documents sent on August 2nd have not changed and are described at the end of this memo.

UPDATED DOCUMENTS ATTACHED – Please replace the original documents sent to you on August 2, 2002 with these new updated attachments and review the changes carefully. Also, be sure to forward this email to your IT staff so they are aware of changes to any technical specifications:

- **Family Care Encounter Reporting Data Dictionary**. This document describes the various data elements contained in the encounter record you will extract and send to the State. *It's primarily intended as a technical document to assist the CMO IT personnel in creating an extract from your claims history data.* Changes to the attached updated dictionary are bolded to help you spot them. Here's a brief summary of the changes:

  - ✓ Original ID is now optional, but will be validated if provided.
  - ✓ Parent ID is now only required for Adjustment transactions.
  - ✓ Billing Provider Last Name is now required.
  - ✓ Billing Provider Middle Name is now situational.
  - ✓ Rendering Provider ID-Qualifier is not required, but if a non-MA Rendering Provider ID is going to be provided, this qualifier needs to be correct.
  - ✓ Rendering Provider Last Name and First Name are optional.
  - ✓ MA Rendering Provider ID length has changed to eight (8).
  - ✓ A clarification of what local codes to include for Procedure code has been added.
  - ✓ The 1st, 2nd, 3rd and 4th Modifier Codes have a name change.
  - ✓ Unit or Basis for Measurement Code is now optional. Additionally, the domain and definition has been corrected.

- ✓ Receipt Date is now optional.
- ✓ Support Indicator definition has been slightly changed. No affect.
- ✓ A new column has been added to the dictionary indicating which fields are requirements for the next phase of Encounter Reporting. You may want to consider including these fields now.

- **Encounter Reporting Business Requirements Document.** This document has been updated. It describes the different claims transaction that Encounter Reporting will be receiving from you. It includes examples of the different transaction scenarios, some specific edit requirements, and assumptions with respect to business practice. *Please share these updated requirements with your IT staff as part of the technical specifications.* Updates are highlighted to help you spot them. Here's a brief summary of the changes:

  - ✓ Original ID field should be left blank for Original transaction types.
  - ✓ Original transaction types may now display negative quantities or amounts.
  - ✓ Only Denied claims require a Denial Reason Code.
  - ✓ Adjustments that do not contain a Parent nor Original ID should be sent as Original transactions.

OTHER UPDATE INFORMATION

- **XML File Layout Changes.** The XML File Layout you received on August 2nd is changing. A new version will be sent to you as soon as it is finalized. *The XML File Layout is primarily intended as a technical document to assist your CMO IT personnel in creating an extract from your claims history data.*

- **File Transfer.** The August 2nd letter mentioned you would be receiving information on how to send us your Encounter Reporting data extracts using File Transfer Protocol. This has changed. You will be accessing a secured website instead to transfer your data. Instructions on how to access and use this website will be sent as soon as it is available.

DOCUMENTS THAT HAVE *NOT* BEEN UPDATED – The following documents have NOT been updated and are not included as attachments. Please reference the originals sent to you on August 2, 2002.

- **Family Care Encounter Reporting FAQ**. This FAQ *has not changed*. It's a compilation of the most common questions people have regarding Encounter Reporting. *It's a good first document for everyone to read.*

- **CMO Specific Assumptions & Issues.** This document describes the specific assumptions and issues that relate directly to your CMO. It has *not been updated*. Much of the information in this document was gathered from correspondence, discussions or visits with you or other CMO staff. *This is an important document for the CMO business office to review for accuracy. We are asking that each CMO validate these assumptions as correct.*

- **Project Timeline**. The Encounter Reporting implementation timeline *has not changed* and provides a high level view of all the remaining activities for Phase I and when they need to be completed. *This timeline is intended as a planning tool both for CMO management staff as well as your IT staff.*

Additional updates will be sent to you as this project progresses. If you have any questions, you can contact the BIS team member designated below for assistance.

TECHNICAL ASSISTANCE

The BIS team is available to provide technical assistance throughout the implementation of Encounter Reporting. Your support person will contact you within a few days, and from time to time thereafter, to see how things are going and to provide any technical assistance. Initially, they will be working with you on test plan development and verifying the data mapping to your claims system. If you have questions or need assistance, please feel free to give them a call. Each county has a support person designated to them for Encounter Reporting:

Milwaukee CMO:	**Jill Hoskins**; (608) 261-6843; HoskiJA@dhfs.state.wi.us
Fond du Lac CMO:	**Steve Harvancik**; (608) 267-9473: HarvaSS@dhfs.state.wi.us
Portage CMO:	**Marcie Perkins**; (608) 261-8886; PerkiME@dhfs.state.wi.us
Richland CMO:	**Russ Lutz**; (608) 261-8345; LutzR@dhfs.state.wi.us
La Crosse CMO:	**Steve Harvancik**; (608) 267-9473; HarvaSS@dhfs.state.wi.us
Kenosha County:	**Jill Hoskins**; (608) 261-6843; HoskiJA@dhfs.state.wi.us

If your support person is unavailable, feel free to call anyone on the list and they will try to assist you.

The BIS staff of DHFS-Family Care appreciates all the work the CMOs have done. We hope these updates are helpful as you plan your implementation. We look forward to providing assistance to you in any way we can.